

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER (024584)	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) 09			2. DATE OF BIRTH (12 Apr 1919)	3. SEX M	4. GRADE GS-12
5. OFFICIAL POSITION TITLE Operations Officer			6. OFF/DIV/BR OF ASSIGNMENT DDP WE 3	7. CURRENT STATION Mexico City	
8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			9. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
10. CHECK (X) TYPE OF REPORT SPECIAL (Specify):			11. DATE REPORT DUE IN O.P. 28 February 1964		
12. REPORTING PERIOD (From - to) 1 January - 31 December 1963			13. REPORTING PERIOD (From - to) 1 January - 31 December 1963		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Staff Agent responsible for KUBARK interests in supervision of a complex technical operation.					[S]
SPECIFIC DUTY NO. 2 Supervision of ten (11) Mexican agents.					[S]
SPECIFIC DUTY NO. 3 Maintenance of technical equipment.					[S]
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

This officer, outside base officer for the LIENVOY Project listening post, performs his work with exceptional proficiency. He is hard working, dedicated, puts in many hours (each week) beyond the normal forty-hour work week. He is prompt and efficient.

This Project is considered by Headquarters to be one of the best in the world and a large part of the credit for this should go to this officer.

This officer works solely with indigenous personnel. He keeps KUBARK interests paramount, yet does not offend the locals with whom he lives and works.

This officer is excellent as a technician -- a part of his job which is especially important.

It is urged that this officer be immediately promoted to GS-13 as a reward for his excellent work and strong dedication to KUBARK.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 14 January 1964	SIGNATURE OF EMPLOYEE <i>Charles E. Felt</i> 05	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 16 January 1964	OFFICIAL TITLE OF SUPERVISOR Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /s/ Winston M. Scott
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
DATE 1 February 1964	OFFICIAL TITLE OF REVIEWING OFFICIAL C/AS/3	TYPED OR PRINTED NAME AND SIGNATURE <i>John C. Whitely</i> 26

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